

Payment Only Step-by-Step Guide

This section walks you through entering payment information for a payment only submission in the eNC3 and Information Reporting application.

- [Watch a video tutorial](#)

eNC3 and Information Reporting

Welcome to the NCDOR eNC3 and Information Reporting application.

Use this application to file and pay new and amended NC-3s, W-2s, and 1099s. This application allows you to upload files and/or manually enter each form type.

For an overview of how you can file and pay using the application, watch our [eNC3 and Information Reporting Overview video](#).

Before you begin, ensure that you have the following information to file and/or pay successfully:

- Contact information for the person and organization submitting the files
- Bank account and routing numbers (payment is optional)

To begin, select one of the buttons shown on this page. Below are your choices:

- **Test File Formats:** Select this button to verify upload file formats are correct.
- **New Submission:** Select this button to enter new NC-3s, W-2s, or 1099s.
- **New Amended Submission:** Select this button when you need to change an already submitted NC-3, W-2, or 1099.
- **New Payment Only Submission:** Select this button to make a payment only.

Test File Formats


New Submission

New Amended Submission

New Payment Only Submission



Step 1. Enter all required [Submitter Information](#). Select the tax year and enter your name, company name, company address, title, phone number, and email address. Fields with a red asterisk are required.



Submitter Information

Trouble with this page? Click [here](#) for help.

Tax Year
2017

Submitter Name *

Submitter Company Name *

☐ Address outside United States?
Submitter Company Street Address *

Submitter Company City *

Submitter Company State *

NC

Submitter Company ZIP Code *

Submitter Title *

Submitter Phone Number *

Submitter Email Address *

Verify Email Address *

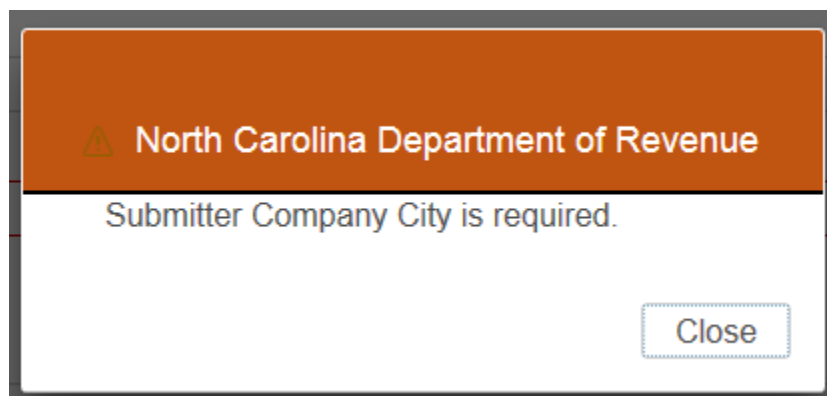
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- If you don't complete a required field or enter invalid information, the field will be highlighted in red.

Submitter Company City *

If you leave a field empty or enter an invalid phone number or email address, you will see an error message when you click the Next button (see below).



Step 2. Enter all required payment information. Fields with a red asterisk are required. Use the name, address, withholding account ID, and SSN or FEIN of the taxpayer account for which the payment is being submitted.



Payment for 2017

Note: If submitted before 2pm on Monday-Friday, payment will be settled the next business day.
If submitted after 2pm on Monday-Wednesday, payment will be settled two (2) business days from today.
If submitted after 2pm on Thursday or Friday, payment will be settled the following Monday. If Monday is a banking holiday, payment will be settled Tuesday.

Trouble with this page? Click [here](#) for help.

Company Name *

☐ Address outside United States?

Street Address *

City *

State *

ZIP Code *

Withholding Account ID *

SSN or FEIN *

Bank Account Type *

Bank Routing Number *

Bank Account Number *

Verify Account Number *

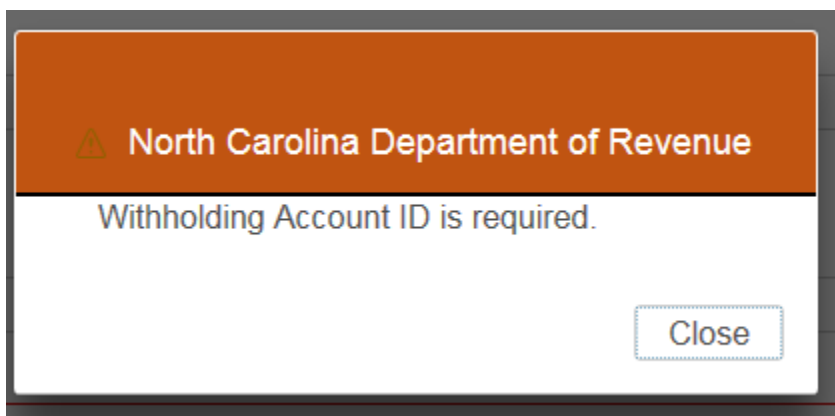
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- If you don't complete a required field or enter invalid information, the field will be highlighted in red.

Withholding Account ID *

If you leave a field empty or enter an invalid bank or routing number you will see an error message when you click the Next button (see below).



Step 2. Once you've entered all the required information, click Next to continue to the [Submission Review](#) screen.

Bank Account Type *	Business/Corporate Checking
Bank Routing Number *	12345678
Bank Account Number *	12345678901234567
Verify Account Number *	12345678901234567
Payment Amount *	100.00
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Resources:

- [Watch our other eNC3 videos](#)
- [Review the eNC3 FAQs](#)